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OFFICE OF GENERAL SERVICES**REPORT OF OPERATIONS**

FILED: Report Weekly
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

FROM: Chief, Records Management & Distribution Branch

TO: Chief, General Services

SUBJECT: Weekly Report of Operations for the period ending
18 February 1953.

- A. Personnel
- | | On Duty | Vacancies | In Process | |
|----------------------|---------|-----------|------------|------|
| Office of Chief | | 0 | 0 | 25X1 |
| Rcds. Mgt. Section | | 4 | 6 | |
| Rcds. Center Section | | 1 | 1 | |
| Mail Control Section | | 3 | 18 | |
| | | 8 | 25 | |
- No. on leave three days or more:

Rcds. Mgt. Section	0
Mail Control Section	4
Records Center Sec.	2
 - No. on special detail out of office 2. How long?

Records Mgt. Section	- 1 Full week
Records Center Sec.	- 0
Mail Control Sec.	- 1 Full week
 - Where: One man in Transportation Division as full time courier.
One Records Analyst to Jackson Commission.
 - No. pending resignation, transfer and/or reassignment.

Records Management Section	- 0
Records Center	- 1
Mail Control	- 13
 - Specific cases on item 4 not in previous reports: Count 25 25X1.
 - New applicants interviewed None. Recruited by Personnel None.
Recruited by this office None.

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B. Administration and Problems:

Records Management Section- In the Office of P&S, the Correspondence Control System and the Subject Numeric System of Classification and Filing have been installed in the Transportation Division, Supply Division, and Office of the Chief of Procurement and Supply Office.

(1) Purchases Real Estate & Construction and Coordination and Requirements are the Division in which the systems have not been installed. In checking back with the Divisions where the systems have been installed, they report that it is saving them time and doing away with many duplicate copies of correspondence.

The drafting of deposit schedules for Vital Materials has been completed for OCD/IR, the Office of Personnel, and the Inspection and Security Office. In

In an attempt to reduce the amount of microfilming presently being done, it was decided and concurred in by the Office of Personnel that three projects previously scheduled for microfilming be deposited by DIRECT means.

The Office of Training has not as yet notified this Office of their intent in regard to deposits, but it is understood that an answer to our letter is presently in the Office of the Director of Training.

Mail Control Section- On Thursday, 12 February, the Mail Control Section assumed the full responsibility for servicing the F.I. Post-Office boxes. The vehicle formerly used by FI for this run will now be used by the Mail Control Section. The transfer of this vehicle from FI to Mail Control Section makes it necessary to perform three additional regular trips per day and increases the number of daily scheduled trips from 43 to 46. The additional trips are as follows:

1. 10:00 A.M. to 12:00 Post Office run.
2. 8:30 A.M. Pick up Specials from FI and deliver direct to two (2) points in the Administration Building.
3. 1:00 P.M. Deliver cable book from OOI, 2028 Que, to DD/P, 1052 L Building. Pick up two (2) specials from DD/P and deliver direct to two (2) points in the Administration Building.

The courier assigned to special duty with the Office of the Director were required to make two trips in the past week and on these nights were released at 2100 and 2230 o'clock.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	1,687	21,300
Flat-bed Camera	7,454	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	140-2/3	—
References to record material	97	220
Records material destroyed	14	—
3. Supplemental Distribution Center		
a. New material for stock		
Information Reports	973	549
Intelligence Reports	44	63
b. Supplemental Distribution:		
Information Reports	341	229
Intelligence Reports	256	160
Notices	8	54
Regulations	7	145
Others	1	14
c. Initial Distribution:		
Notices	3	3.8
Regulations	0	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	5,023	5,150
Outgoing	8,549	6,550
b. Postage expended	\$777.67	\$ 775.00
c. Scheduled Courier trips	226	215
d. Special Courier trips	77	33.4
e. Inter-Agency mail by courier		
Incoming	1,096	770
Outgoing	1,414	1,275
f. Personnel actions:		
Recruitments	0	—
Separations	0	—
g. Use of Motor Pool Vehicles		
Available	2	—
Available but delayed	0	—
Not Available	3	—

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